BETHEL HOME

RULES & REGULATIONS

1931

BETHEL HOME

RULES & REGULATIONS

Bethel Home Rules and Regulations

(1) The legal title to the Bethel home is held by the *Peoples Pulpit Association*. It is held in trust for the Lord and his anointed. By the terms of the charter and laws of the Association the President thereof must control and manage the home.

(2) Rules and regulations are necessary to advise all the occupants what may be properly done in the home and what is improper to do. All who are devoted to the Lord are anxious to cooperate. Cooperation can be had only by each one faithfully observing the rules and regulations.

(3) Every member of the family must read and agree to the rules and regulations. By becoming a member of the family each one thereby agrees to be governed by such rules and regulations.

ORGANIZATION

(4) For the well-being of the Bethel home the following is the organization: House manager; housekeeper; assistants to the housekeeper; chef and assistants; dining-room attendants; laundry; and heating. Each one performing duties in any part of the organization will be appointed by the President or by the house manager, with the advice and consent of the President. All such persons must be consecrated Christians.

DUTIES

(5) The house manager shall have general charge of the home. It shall be his duty to see to it that each one in every department of the organization is properly performing his or her duties. For this purpose the house manager shall regularly inspect the dining-room, kitchen, housekeeping, all the rooms, the laundry, heating arrangement, and consult with and advise each and every part of the organization concerning the work. Where there is any difference of opinion as to what shall be done, the decision of the house manager shall be final, subject only to the President. All matters of controversy must be taken up by the house manager and referred to the President only when it becomes necessary.

(6) If more persons are required in any part of the organization the house manager shall notify the President, that others may be brought in for that purpose. Anyone may be asked to leave the Bethel home or any part of the organization for cause. For good and sufficient cause the house manager may, with the advice and consent of the President, remove any one from the home.

(7) It shall be the duty of the house manager to know what person or persons occupies each and every room in the house; and no one shall be brought into the house for the purpose of performing duties or for remaining over night without the knowledge and consent of the house manager.

(8) The buying of food and other supplies for the home shall be done by the house manager. Requisitions for the same shall be properly made out and handed to the bookkeeper for any and all such purchases; and no person of the home shall be permitted to purchase anything on the account or credit of the Association except on proper requisition.

HOUSEKEEPING

(9) The housekeeper shall be a sister in the truth. She shall have charge of all the rooms in the home with such exceptions as the President may make. She shall have charge of all the linen supply for the rooms, and to this end shall see that the linen closets are kept in proper shape and the supplies handed out to assistants as necessity may require. The linen closets shall be kept locked. She shall keep a count of the quantity of linen, towels, etc., in each closet and render an inventory thereof to the house manager at any time upon request. When any linen, towels, soap or other supplies are needed for the rooms or bathrooms of the house the housekeeper shall make a requisition therefor and deliver it to the house manager.

(10) Each assistant for the keeping of the rooms in order shall be a sister consecrated to the Lord. The housekeeper shall assign each one to her respective duties. It will be her duty to visit the rooms regularly and see that each one of the assistants is properly performing her duties in keeping the rooms clean and in order. If she finds that any of the assistants have not sufficient work to keep them occupied, then she shall assign such more duties in order that they may be occupied. If upon consultation with the housekeeper it is found that any of the assistants are overburdened, then arrangements shall be made to more equitably distribute the duties to be performed.

(11) The scrubbing of the hallways and the washing of windows shall be done by a brother assigned by the housekeeper to that duty with the advice and consent of the house manager. The other work in the rooms not done by the occupants of the rooms themselves shall be done by the housekeeper and her assistants.

(12) It shall be the duty of the housekeeper to see that all rooms are kept in proper order, and to this end to see that there is no washing or laundry done in any of the rooms or any of the bathtubs. If she finds any one violating this rule by doing washing or laundry work in any of the rooms or bathrooms, the matter shall be immediately reported to the house manager; and it shall be his duty to take appropriate action to see that such violation of the regulation has proper attention.

(13) The housekeeper shall see that soiled linen for the laundry is gathered at regular intervals and dispatched to the laundry. When the finished laundry is returned to the rooms the housekeeper shall be notified at what time it is to be delivered and shall check over the linen returned to see that it has been properly returned.

(14) No person shall be permitted to remove from the Bethel home any sheets, pillow cases, towels, linen or any other supplies. The housekeeper shall see that this is strictly enforced, and any attempt to violate this rule shall be immediately reported to the house manager.

(15) The housekeeper and all assistants shall be on duty in the home during the hours of service; and neither the housekeeper nor any of the assistants shall leave the home during the hours of service except by the advice and consent of the house manager, and then only when necessity requires. If the housekeeper finds that any assistants are shirking or neglecting their duties or leaving the home during the hours of service, she shall warn them not to do so again, and upon further attempt, report to the house manager; and any repeated infraction of this rule shall be sufficient cause for discharging any such person from the Bethel home.

BATH ROOMS

(16) It shall be the duty of the housekeeper to see that the bathrooms and toilets are kept in proper order and are properly supplied with the things needed.

(17) Washing clothes or doing any laundry in the bathrooms or rooms is strictly prohibited. Should the housekeeper find any washing or doing laundry in the bathrooms or in their bedrooms, or any bedroom in the house, they should be warned at once not to do so; and any repeated violation of this rule shall be sufficient cause to ask a person to leave the Bethel home.

(18) No liquid food shall be carried from the dining-room to any room in the house by any of the members of the family, except the same be carried to some person who is sick, and then only by advice and consent of the housekeeper or the house manager. This rule will be strictly enforced in order that the hallways may be kept decently and in order. Any person soiling the halls, stairways, elevator, or his or her rooms by carrying food of any kind through the house shall be required to immediately clean it up. The cleaning up shall not be taken as authority to violate the rule of carrying liquid foods through the house, but shall be construed as one of the penalties for the violation of the rule.

THE SICK

(19) The office and factory force are under the direction of the office manager. Any of the force employed there becoming ill shall immediately be reported to the office manager, and he shall handle the matter as the case seems to require. Any member of the force of the Bethel family not employed at the office or factory becoming sick shall be reported immediately to the house manager or housekeeper, and doctors may be summoned if necessary.

The Society will care for at its expense, all members of the family, office and factory force who become ill or injured in performance of duty.

(20) The house manager or housekeeper and all assistants in each part of the organization shall cooperate in keeping the house clean, tidy and neat.

MENDING

(21) The housekeeper shall give proper attention to mending or repairing of bed linen, towels or other supplies for the rooms. For this purpose a sewing-room is provided and all mending must be done in the sewing-room. The housekeeper may assign any of her assistants to this work from time to time as necessity requires. All bed-linen that is torn so it cannot be further used shall be turned over to the housekeeper, who shall see that the same is properly laundered and put away to be used in case of sickness or other necessity.

DUST AND GARBAGE

(22) All garbage found in any of the rooms shall be removed to the garbage can provided for that purpose. All dust taken from the rooms shall be deposited in a receptable. It is manifestly improper to cast dust out of any window or to shake rugs, carpets, mops or dustpans, etc., out the windows. Dust shall be taken in a dust-pan or other receptacle and removed to the garbage room.

(23) When the housekeeper finds any damage to any part of the house or any of the rooms, the same shall be reported immediately to the house manager.

SERVICE HOURS

(24) The rising gong shall be sounded at 6:30 a. m.; breakfast served at 7:00 a. m. Immediately at the conclusion of the breakfast all the house organization shall be on duty and shall remain on duty until 5:45 p. m., except the hour taken at noon for lunch. The exception to this rule shall be when the house manager shall assign any one to perform duties that are required at hours other than those above named.

KITCHEN

(25) The kitchen shall be under the management of the chef. He shall consult from time to time with the house manager as to the food supply and the food to be served. He shall have such assistants as the house manager may find to be necessary. It will be the duty of the chef to see that the food prepared and served is wholesome. All cooking of any and all kinds of food shall be done by the chef and his assistants under the direction of the chef. When the chef requires food or supplies for the kitchen and family he shall make a requisition upon the house manager for the same. No person shall be permitted in the kitchen except the chef and his assistants, except the manager and such person or persons as the house manager may delegate to go to the kitchen. It shall be improper for any person or persons to visit with the chef or his assistants in the kitchen; and no one shall have his meals served in the kitchen except the chef and his assistants. No one shall take any food from the kitchen except upon the knowledge and consent of the chef or the house manager.

(26) The larder or other supply room shall be under the control of the house manager. He may make the necessary arrangements for the chef to remove what he requires therefrom; but no other person in the dining-room or any other part of the house shall have authority to remove food or other supplies from the larder and give to any person in the house.

(27) No person shall be permitted to make candy about the house at any time, whether the same be made with the Society's supplies or other supplies. The house is not to be messed up by candy-making.

DINING-ROOM

(28) The dining-room shall be under the supervision and control of the house manager. It shall be the duty of the house manager to provide the dining-room with the necessary brethren to keep it in order and serve the tables. To this end he shall appoint someone as head waiter whose duty it shall be to work in harmony with the chef to have the food conveyed from the kitchen to the dining-room and properly serve the same. The house manager shall require the dining-room force to keep the dining-room in proper order and to report to him any violation of the rules by the dining-room force or any member of the family who violates the rules of the dining-room. No member of the dining-room shall dispense food to members of the house to be carried to their rooms except upon the advice and consent of the house manager or the housekeeper, and the latter in case of sickness. No woman shall be permitted in the kitchen for any purpose whatsoever unless it be the housekeeper, who goes there for food for some one who is ill. Under no circumstances shall any sister cook any food in the kitchen.

MEALS

(29) Breakfast shall be served at 7 o'clock in the morning except on Sunday, when it shall be served at 8 o'clock. All members of the family are expected to be present at the morning worship and breakfast. Those serving in the dining-room or kitchen who are required to serve in any other part of the house during breakfast or other meal hours may be served at the second table. No other person shall be served at the second table. Any person who oversleeps or fails to come to breakfast shall not be permitted to come to the dining-room or kitchen and get food.

Exception to this rule will be where any one is employed as night watchman or otherwise engaged during meal hours in service at the office, factory or in any capacity for the Society and thereby prevented from attending the regular meal. These may have their meals at the second table or when it is convenient for them to be present.

(30) The noon meal shall be served at 12:15, and the evening meal shall be served at 6 p. m. All persons who are not required to be on duty during these meal hours shall take their meals at the hours named in the dining-room. No person shall be served at the second table who could be served at the first table.

RADIO SERVICE

(31) The brethren serving at the radio station WBBR, and who are required to leave the home before the evening meal, may have their meals served in the dining-room under such conditions as the housekeeper may arrange with the chef.

(32) For the purpose of accommodating brethren who are required to be out late in the evening, and who may need food after they return to the home, a table in the rear of the dining-room will be supplied with certain cold foods. This food may be eaten at night by those who are required to remain out late, as above mentioned; but each one shall see to it that he does not litter up the dining-room. This rule does not permit any person who is out at night merely out of choice, and not for the purpose of serving, to go to the dining-room. The purpose of this table is to supply only those who are engaged in the service of the Society during hours that require them to come in late. The only food that shall be placed upon this table shall be what is left and on hand during the evening. No food shall be placed on the counter, and no one shall eat at the counter at night. This is for the purpose of having the counter clean in the morning and ready for the service. No person shall be permitted to eat at night at the other tables that have been prepared for breakfast. Any violation of this rule by any member of the household or any person shall be immediately reported to the house manager, and any violation of this rule shall be subject to such discipline as may be deemed proper. Everyone should cooperate to keep the dining-room in proper order and not make unnecessary work for those who serve it. Since the chef and his assistants and the dining-room force are required to be on duty earlier than other members of the family, these may take such time off in the afternoon as they may desire, so that their hours of service are equal to that of others serving in the home. This rule will apply to those who serve in the heating department or any other department of the home.

LAUNDRY

(33) The home provides a laundry for the benefit of those who are in the home. All the house laundry and all the laundry of the members of the house done by the Society must be done at the regular laundry provided for that purpose. This shall be under the direction of the house manager, who shall assign such persons as may be required to do the laundry.

TUBS

(34) Two tubs are provided in a room near the laundry wherein the sisters or others may do such private washing or laundry as they may require from time to time. There shall be no washing of laundry and no laundry done in any part of the house except the regular laundry and in these tubs. No person shall be permitted to wash socks, underwear or other apparel in any bathrooms or rooms in the house or in any wash-bowl in the house; and any person found violating this rule shall be immediately reported to the house manager, who shall take proper action to see that it is not repeated.

(35) On Monday morning each member of the family shall deposit his laundry in receptacles in the hallway provided for that purpose. It shall be in a bag marked with his room number and name on the bag. His finished laundry shall be returned in the same bag. No laundry shall be returned wet to the rooms.

HEATING

(36) One or more persons shall be assigned to look after the heating of the house. This shall be under the supervision of the house manager. The house shall never be heated above 70 degrees Fahrenheit. The

furnaces shall be fired in the most economical manner consistent with the comfort of the home. All requirements for fuel for heating shall be reported to the house manager, who shall purchase the same as required.

(37) No person shall be permitted in the furnace room or have anything to do with the firing of the furnace except upon the direction of the house manager. Any person violating this rule will be expelled from the home. This is made drastic in order to protect the home from damage or destruction by the improper use of the furnace. No one shall be permitted to fire the furnace unless he is qualified to do so, and his qualifications must be known to the house manager before he is assigned to that duty. One having charge of the furnace may from time to time visit any part of the house or any rooms to ascertain whether it is being heated properly.

REPAIRS

(38) The house shall be kept in repair. To this end the house manager shall assign some one to that duty as necessity may require. This will include the plumbing, the painting, and decorating the house, and such other things as may be required.

MEMBERS OF THE FAMILY

(39) No person shall become a member of the Bethel Family who does not profess full consecration to do God's will. Each one applying for membership shall fill out and sign a questionnaire provided by the Association for that purpose. Each one of the questions propounded shall be answered.

(40) When any person reports to Bethel home to become a member thereof his or her first duty shall

be to read carefully the rules and regulations. To this end the house manager shall provide such with necessary copies. A supply of the rules shall be kept by the house manager for this purpose. Every person becoming a member of the family agrees to subscribe to and carefully observe all the rules and regulations. This is necessary for the well-being of the home and for the comfort of its members.

(41) No person becomes a member of the Bethel home and remains there as a matter of right, but is there by the grace of the Lord. He may be required to leave the home at any time for just cause. All persons becoming members of the family agree that they are in harmony with the divine plan as set forth in the Bible and as held and taught by the Society. Should any one become an opponent of the Society, that will be sufficient cause for his immediate removal from the home. Every member of the family occupies a confidential relationship to the Society and to every other member of the family. He or she therefore will fully cooperate in carrying out the purposes of the Society.

(42) The members of the family will be assigned to their respective rooms or quarters by the housekeeper with the advice and consent of the house manager, and may be removed from one room to another at any time that the house manager or housekeeper may deem necessary.

(43) The rooms shall be kept neat and in order. Any one who defaces or mars any of the furniture or the walls or other part of the building shall be held responsible therefor. It is necessary for two or more persons to occupy a room. Each one therefore will give due consideration to the other and while in the rooms be orderly and quiet.

(44) No nails shall be driven into the walls for the purpose of hanging pictures, calendars or other things. The walls will be kept free from marks. No one will put any furniture of any kind into a room without the consent of the house manager or housekeeper. There shall be no visiting by one person in another's room unless the visitor is invited. Each one's room shall be considered his private home, and his privacy not to be intruded upon by anyone else. Exception to this rule is that the housekeeper or the house manager may visit any room at any time necessity requires.

(45) There shall be no visiting in rooms between the opposite sex. If a brother desires to see a sister, or a sister a brother, they shall meet in the general parlor.

(46) Any one who becomes a member of the Bethel home should consider that the Lord has placed him there and to not withdraw from the home and from the service unless it is manifestly the will of the Lord. Any one who is engaged at the home or factory, and who determines to sever his connection, shall give thirty days notice of the intention so to do.

ELEVATOR

(47) The elevator in the new building is provided for the benefit of those who are not physically able to climb the stairway and particularly for those who shall occupy the upper floors. Use of the elevator by all persons rooming on the third floor and below that floor is prohibited. In the use of the elevator each one should be careful. When leaving the elevator the solid door must be closed. Under no circumstances shall the elevator be left open. Care shall be taken at all times not to overcrowd the elevator beyond its capacity.

KEYS

(48) The house manager shall be in charge of all keys to the entrance. One may be provided to each member of the house who makes application therefor, if in the judgment of the house manager he or she is entitled to a key. The house manager shall keep a record of every person who has a key. If the key is lost by carelessness, the house manager shall not again supply a key to such person. Due care should be taken by all persons using the front doors to see that they are securely locked after passing through. Care should be exercised to see that the glass is not broken at any time. Any one who breaks the glass will be required to replace it at his own expense. Any person who severs his connection with the Bethel home shall immediately render his or her key to the house manager. The keys to the linen closets shall be in the possession of the housekeeper. The manager shall have a master key.

VISITORS IN THE HOME

(49) The Bethel home is a private and not a public place. For the protection of the home and those who reside there strict rules must be had and be enforced concerning visitors. Because of the number in the home the rule heretofore observed which permitted any member of the house to invite some one to remain over night shall no longer be in force. Any member of the family desiring to entertain a person in the home or who invites a person to the home to remain over night shall first see the house manager, and in his absence the housekeeper, and receive consent so to do. The house manager shall assign a visitor to a room if there is any vacant. The house manager must know each night what visitors are in the home and what rooms they occupy. To this end he shall keep a record of the rooms, which record shall show who

was occupying each and every room in the house. It will not be convenient to invite any one to make a prolonged visit at the Bethel. The Bethel is not a place for visiting, but a place for service to the Lord.

(50) Any member of the house inviting another person to dine in the Bethel home shall first obtain the consent of the house manager. This is necessary in order to make proper provision for those who must have their meals in the Bethel. The space is limited, and the brethren who have to work should not be crowded out of their places at the table. Visitors will be entertained at meals as the space will permit. For this reason the house manager must know who they are and when they are visiting and when taking meals.

(51) It shall be improper for any man residing in the home to invite any girl or woman to visit him in the home. Any single girl calling at the Bethel home, or visiting, will not be admitted unless she is accompanied by one of her parents or unless her parents are already residing in the home.

Any one calling at the Bethel for the purpose of seeing another person shall be sent to the parlor, and all visiting will be had there. No persons not living in the home shall be permitted to go about the home except they are accompanied by the house manager or some one assigned by him to accompany them.

On Sundays meals are served only for the members of the family, and it will not be convenient to entertain outsiders at meals on Sundays. It will be proper for any member of the family to inform any visitor of this rule.

DOORKEEPER

(52) The house manager will assign some sister to be in the foyer or entrance from 8 o'clock in the

morning until 6 in the evening. Persons calling at the home for any purpose shall be received into the foyer by the doorkeeper; and on ascertaining his or her business he or she shall be requested to wait in the foyer until the party he or she wishes to see has arrived.

(53) All persons who call for the purpose of inspecting the house or any part thereof or any of its equipment shall be referred to the house manager. Under no circumstances shall strangers be permitted to go about the house unaccompanied.

MARRIAGE

(54) Neither the management of the Bethel home nor the Society has any desire or disposition to put any restrictions on persons marrying. It becomes necessary, however, to have some rules governing the marriage of those who live in the home, in order that the Society may have absolute control of the home and those who reside there. Any person residing in the Bethel home may get married to another person at any time he or she may desire. With this the management of the home has nothing to do. Whether or not such person remains a member of the family will be entirely a different matter. It will be out of order for any brother residing in the house to marry some one and bring her into the home unless the consent of the President be first had and obtained.

(55)) Where a brother and a sister have been residents of the Bethel home continuously for a period of five years or more, and such brother and sister agree to marry, they may do so and continue at their posts of service in the Bethel home provided the consent of the President be first had and obtained. It shall not be necessary for any to obtain the consent of the President as to whether or not he or she can marry; but the consent of the President first must

be obtained as to whether or not they can remain in the home and continue as members of the family or office force.

(56) Under no circumstances will a member of the Bethel family residing in the home be permitted to marry and bring a wife or a husband into the home. All persons becoming members of the Bethel family must do so after first having fully had and signed a questionnaire and filed the same with the President and then only upon the invitation of the President. The purpose of this rule is to put the responsibility for membership in the Bethel home where the charter and by-laws of the Association place it.

ORDER AT MEALS

(57) Five minutes before serving the regular meals the gong shall be sounded. Members of the family will proceed immediately and in an orderly manner to the dining-room and occupy seats previously assigned by the house manager. When seated, all shall remain quiet until the one presiding shall appear and take his seat.

(58) It shall be the duty of the President to preside at all meals when he is present. In his absence some other brother who is an elder of the congregation shall occupy the place of presiding at the table, and may be assigned to that place by either the President or the house manager. In the morning immediately preceding the serving of breakfast worship shall be had. This shall consist of a song, at the conclusion of which a prayer shall follow, to be held by the one who presides or some one upon whom he may call. Then the blessing shall be asked upon the food. During the serving of the meal the morning text shall be read and duly considered and discussed. At the noon meal the same order shall be observed in taking posi-

tions in the dining-room. The one presiding shall cause the blessing of the Lord to be asked, then the meal served. During the service of the meal matters of interest may be reported and Bible questions considered and discussed. Answers to all Bible questions propounded may be given by any one at the table. All answers should be brief and to the point. The one presiding shall sum up the question in a brief and succinct manner. The comment upon the text for the day as it appears in the printed book may be read either before or after the summing up.

(59) Order shall be preserved throughout the meal, and indiscriminate conversation shall not be indulged in. It shall be entirely improper and out of order for any person to arise from the table and withdraw from the dining-room during the services of the meal unless first obtaining permission so to do from the one presiding, and this only when it is necessary. At the conclusion of each meal the one presiding will express thanks to God for his gracious provision. Members of the family will then orderly withdraw from the dining-room. At the conclusion of the evening meal members of the family will assist in clearing away the table. For this purpose the house manager shall publish from time to time a list of those who are assigned to assist the regular dining-room force.

LIGHTS

(60) For the purpose of conserving electricity and for the order and comfort of those in the home, all persons will be expected to retire not later than 10:30 p. m., and all lights in the rooms to be turned out at that hour. The exception will be that any person who because of leading a meeting or serving at the radio station is kept out or is not able to return to the home prior to 10:30 p. m. Persons entering the

home after that hour will do so as quietly as possible and turn on the light only long enough to enable them to get to bed. If this rule is faithfully observed the electric current will not be cut off during the night, but a persistent violation of it by any number of persons will make it necessary to switch off the entire current after 10:30 p. m.

TELEPHONE

(61) The telephones in the house are for use in matters of necessity pertaining to the home and the Society's interest. It will not be in order for any one to use these phones for private conversation. For all such conversation a pay telephone is provided; but until that time any one using the other phones for private purpose shall be required to deposit five cents or ten cents, as the case may be with the housekeeper or house manager or the one in charge of the telephone.

PARLOR

(62) The main parlor is for the purpose of social meeting by the members of the house and visiting friends. A piano is provided there, to be used by those who are competent to use it; but nobody will be permitted to drum on the piano merely to make a noise. The pianos in the house are provided for the necessary practice of those who serve at the radio station or elsewhere in the interest of the Society's work. All practising upon any and all kinds of musical instruments in any part of the house shall not continue after 9:30 o'clock p. m. This rule is necessary in order not to interfere with those who desire to sleep.

(63) A general library or reading-room is provided, and is for the convenience of members of the family who desire to go to that room for quiet study. At all times silence must be maintained in this room

so that those who desire to read or study may not be interrupted.

(64) The executive offices of the Society are had and maintained on the 7th floor of the new building. No person will have occasion to be on that floor except those who are employed there or who are designated by the President to be there.

ROOMS

(65) Any persons having orange or lemon peelings or other fruit skins in their rooms or other garbage shall place the same in a suitable receptable, and then take them to the garbage room. The waste baskets of the rooms are not to be considered a proper receptacle for garbage. Each room is provided with an enamel plate in which to deposit all fruit-skins or like garbage. It will be out of order for any one to remove dishes or vessels from the dining-room to his room and leave them there. For this purpose the house manager shall provide for each room one enamel plate and one drinking glass for each occupant of each and every room.

ENFORCEMENT OF RULES

(66) It will be the duty of the house manager to see that all rules of the home are strictly enforced and to take appropriate action to see that this is done. All members of the family are respectively requested to cooperate with the house organization and to carry their grievances, if any, to the house manager. Where each and every one in the house manifests the spirit of the Lord and strives to cooperate, the best results will be had. These rules and regulations are subject to condition or change at any time by the President without notice.

(67) Where a husband and wife occupy a room it

shall be their duty to keep the room in order. Where rooms are occupied by sisters it shall be their duty to keep the room in order, except the changing of bed-linen at regular intervals. Where the rooms are occupied by brethren, they are requested each morning when arising to tidy up their beds and to place any trash or waste paper in the proper place to be removed. The linen in their rooms will be changed by the assistants of the housekeeper at regular intervals. Each and every one occupying a room should cooperate in keeping the room in a clean and tidy condition. Every brother occupying a bed in the house shall turn over his mattress once each week that the sisters may be relieved from the work of lifting mattresses. This turning over shall be on the day to be designated by the housekeeper, which shall be the same day that the linen is changed. Before turning over the mattresses the linen shall be removed, folded up, laid on a chair, and the mattress left uncovered.

(68) The housekeeper shall designate some one or more assistants under her direction to do the ironing of the brothers' shirts, also to do such mending as the shirts and underwear may require. Such mending shall be done in the sewing-room.

(69) Provision for Saturday evening and Sunday and holidays: Saturday evening food will be provided by being placed on the counter or the table in the rear. Each one will serve himself or herself, and those doing so shall clean up their dishes after they are through. Sunday morning breakfast will be served at 8 o'clock. For Sunday noon and Sunday evening the service shall also be cafeteria style. The same rule will obtain on all holidays.

(70) It shall be entirely out of order for anybody to invite outsiders to eat at Bethel on Sundays or holidays. On these days the house is not prepared to en-

tertain visitors, and none will be entertained. The members of the family are entitled to their rest on Sundays and holidays; and no one will be permitted to entertain any visitors at meals on Sundays and on holidays either with or without the consent of the house manager. It shall be the duty of the house manager to inform all visitors that it is against the rules to entertain visitors at meals on Sundays and holidays. This is in order to give the members of the family a full day's rest. Any visiting at the Bethel home must first obtain the consent of the house manager, and must be accompanied through the home by the house manager or some person designated by him. Under no circumstances will visitors be permitted on the seventh floor without first applying to the President's secretary and receiving permission from him.

APPOINTMENTS WITH THE PRESIDENT

(71) Any person, whether a member of the family or not, desiring to have an appointment with the President must first apply to the President's private secretary. If it becomes necessary for any one to see the President in an emergency, he may communicate with the President's private secretary by telephone going to the secretary's office.

EMERGENCY REGULATIONS

(72) If in the opinion of the house manager an emergency regulation must be put into operation and the President is absent, the house manager may make and enforce a regulation until such time as the President may have opportunity to consider it. All persons should cooperate with the house manager. Any oppression on the part of the house manager, the one considering it a misconduct may call the President's attention to it by or through the President's secretary.

(*Signed*) J. F. RUTHERFORD.